Professional Privilege Tax: Submitting a Bulk File

This guide provides information about how to submit this bulk file and payment through the Tennessee Taxpayer Access Point (TNTAP). This guide includes the following:

- ✓ Information you will need to submit the file
- ✓ Directions about preparing and submitting the file
- ✓ FAQs about submitting

To submit the professional privilege tax bulk file through TNTAP, you will need:

1. **Professional Privilege Tax Account**
   - Entities required to file the tax (such as broker dealer firms) should already have an account.
   - If your business does *not* have a professional privilege tax requirement (ex: hospital, university, accounting firm, etc.), the Department of Revenue will need to set up an account for you, so that you can submit the file. To register for a professional privilege tax account, please complete the Application for Professional Privilege Tax Bulk Filing.

2. **TNTAP Logon**
   - You will need the following information to create a TNTAP logon:
     - FEIN of business
     - Professional privilege tax account number
     - Business name
     - Contact name and email address
     - One of the last three payment amounts or a letter ID. A letter ID is a unique number that is printed on correspondence from the Tennessee Department of Revenue. The letter ID is in the following format: L0123456789.

3. **Bulk File Format**
   - You will need the Professional Privilege Tax Bulk File Format when submitting the bulk return.

Professional Privilege Tax Bulk Filing Instructions

Getting Started

1. Login to your TNTAP account here: https://tntap.tn.gov/eservices.
2. Under the **Accounts** tab, click on the professional privilege tax account. If you do not see an account here, please call the Taxpayer Services Division at (615) 253-0600.
3. Once you have clicked on your professional privilege tax account, look under the section titled **I Want To**, then click on **Professional Privilege Tax Multiple Return Filing**. If you do not see this link, please contact Taxpayer Services at (615) 253-0600.
4. This link will prompt you to upload the file and correct any errors in the document.

Preparing the File

- For unit types and codes for the professions (which are now required on the spreadsheet), please reference the document titled Professional Privilege Bulk Filing Abbreviations.
- If you are not entering information into one of the columns, do not delete the column. The column is still required in the file format even if it is blank.
- Once your information has been entered, delete the header row and save the file.

Submitting the File

- Once your file is complete, you are ready to submit the file.
- If you are paying for your company, select "yes" for paying for self.
- Select the due date from the drop down box. Next, upload your spreadsheet.
- Once the spreadsheet is successfully uploaded, you will be notified if any of the individuals on your list have already paid the tax for this year. These individuals should be removed from the file, so that only unpaid individuals are listed. This will help to reduce the possibility of overpayments.
- The calculated amount includes everyone on your upload file and the company, if you are including them.
- You will be prompted to choose a payment method, either ACH credit or credit card. After the payment information is entered, you will be asked to confirm by entering your password, which serves as your electronic signature.
- Once your payment is submitted, you will be provided with a confirmation number. Please keep a record of this number.

Professional Privilege Tax Bulk Filing Frequently Asked Questions

Q: Am I required to enter the Social Security Number (SSN) on my spreadsheet? It is against my company's policy to upload this information.

A: No. If you have each person's 10-digit account number and his or her license number, you are not required to enter the SSN. We only need two unique identifiers for each individual.

Q: What if I don't know an account number? How can I find this information?

A: On the home page of TNTAP, there is a **Lookup Information & Requests** section. Select **Professional Privilege Account ID**. You will be able to look this up by entering the SSN, profession, and entering the professional's license number. It is important to match the correct profession with the license number.

Q: My employees are securities agents, and they have a CRD number instead of a license number. How will I look them up?

A: Please use the individual's CRD number as their license number. This also goes for any other profession that has a registration number that is not called "license".

Q: I have multiple firms with multiple employees for which I have to file taxes. Can I send them in all together?

A: No. Each firm will need its separate username and password so that each file will be credited properly. Having separate logons for each firm will also allow you to look in your TNTAP account to see whether you have paid for someone or not.

Q: I see a field for *Non-US Country Only*. What do I put in that column?

A: If the address is in the continental U.S., do not put anything in this field. You should use the *Non-US Country Only* column for out-of-country addresses. The country name can be spelled out completely or abbreviated.